

Saving your Word, PowerPoint, and Excel Files to Your personal OneDrive account Document Library

By Alexander Palazzo

Now we're OneDrive

Easily store and share photos, videos, documents, and more—anywhere, on any device, free. Plus, get 7 GB of free storage when you sign up.

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Your files

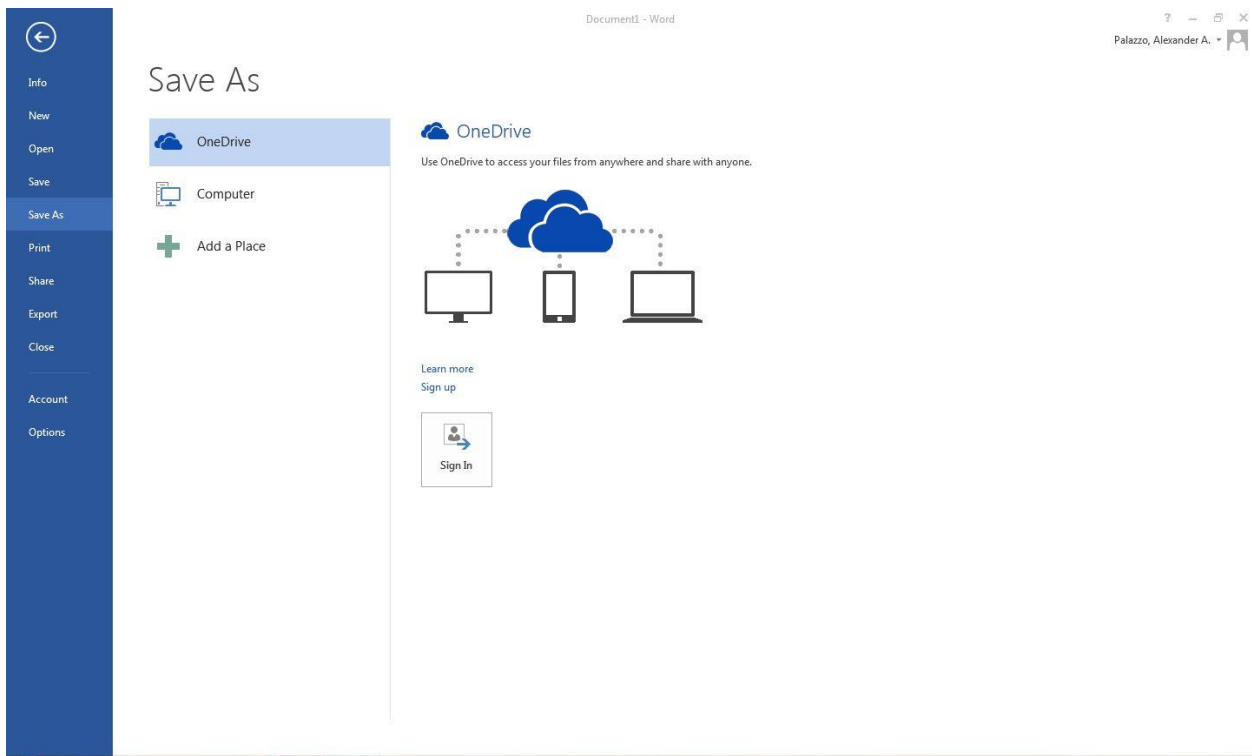
If you used SkyDrive previously, all of your files are now available in OneDrive. You can sign in and use them as usual.

[Sign in](#)

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- › [Where is SkyDrive? And where did my SkyDrive files go?](#)
- › [Why do I still see "SkyDrive" in apps and online? Is that an error?](#)
- › [Can I update my apps so they show the new name? Do I need to take any action?](#)

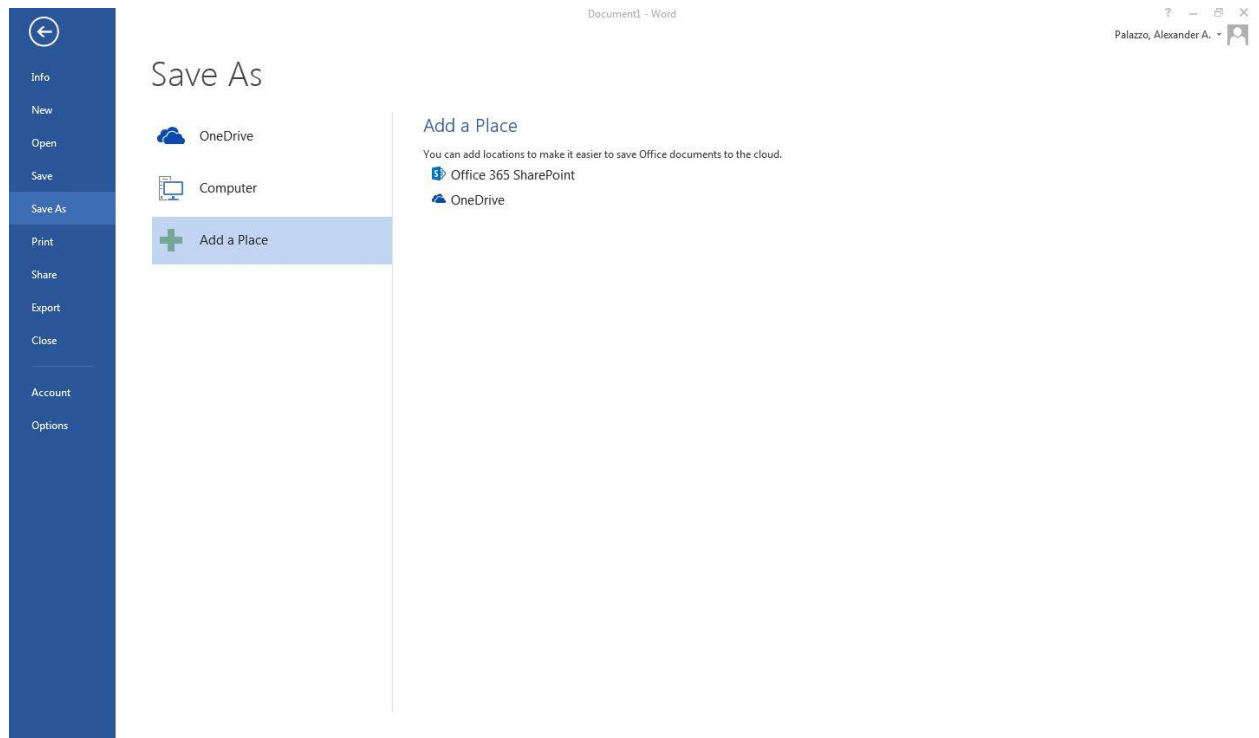
Since you used skyDrive previously, all of your files are now available in your personal OneDrive. You can sign in and use it as usual.



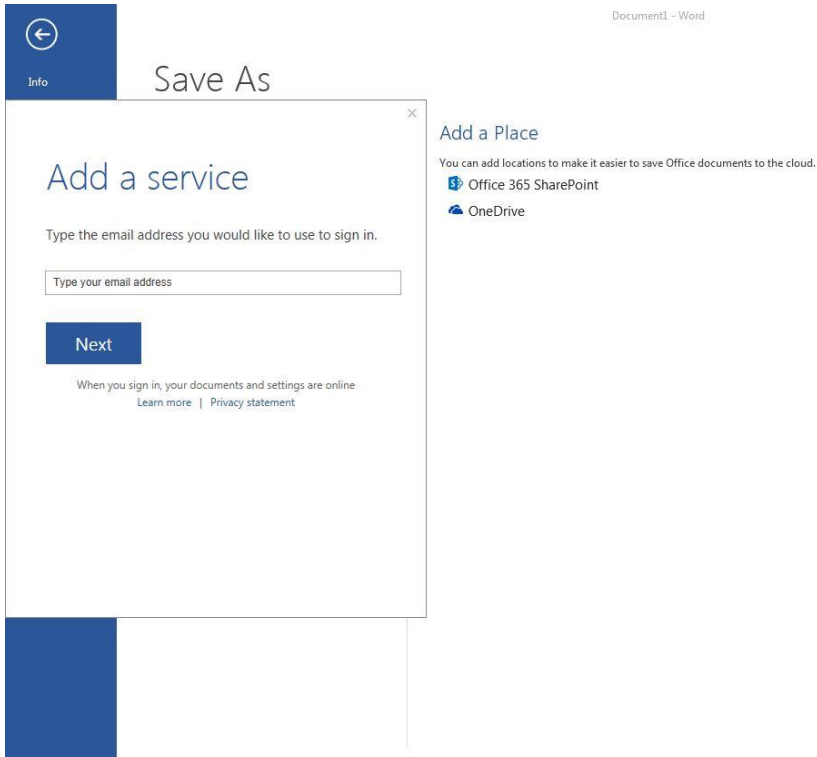
1. In Word, select File > Save As.
2. Click OneDrive

Or 2. Click add a Place.

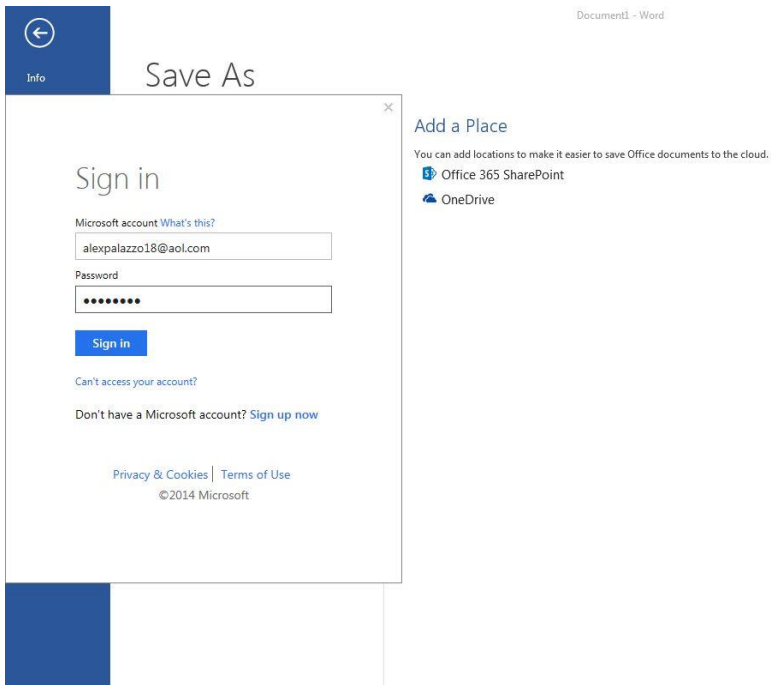
(Note: You should see OneDrive on the right.)



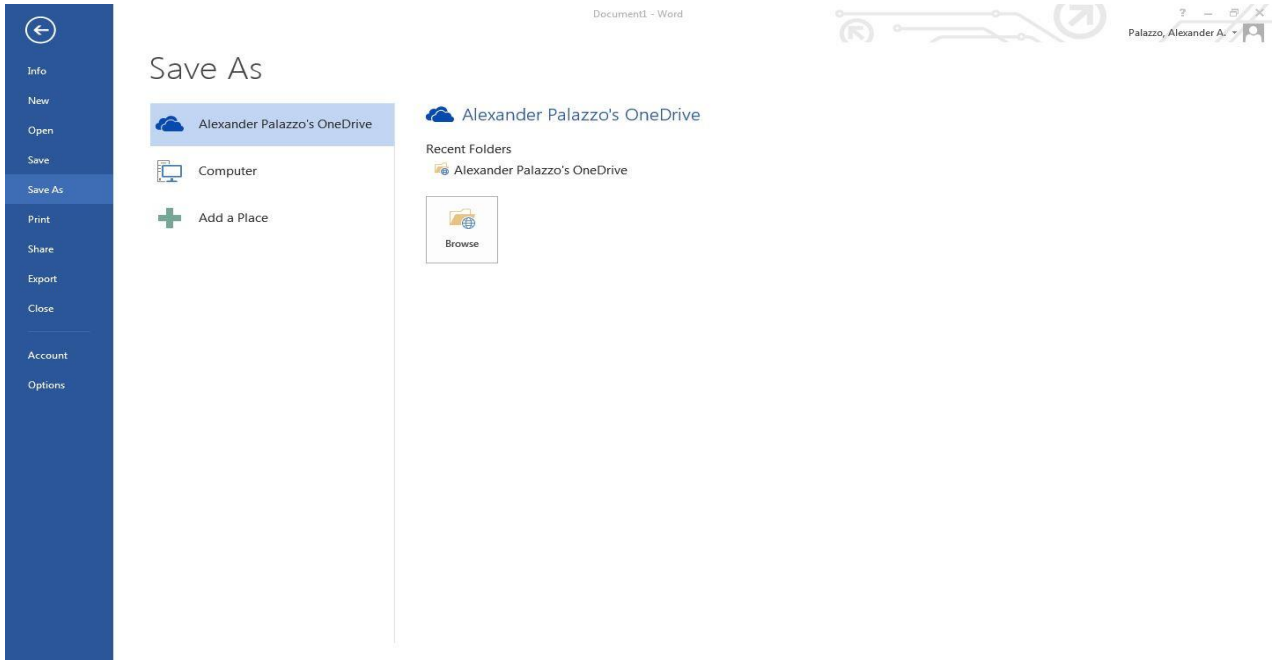
3. Enter in your Skydrive email you use or enter you office 365 email.



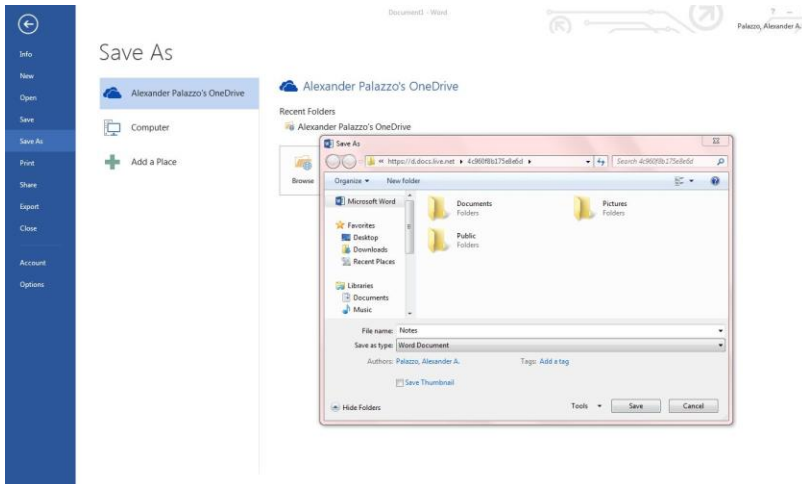
4. Enter in your SkyDrive or Office 365 Password.
5. Click sign in.



6. You will now see Alexander Palazzo as an example below but you will see your Full Name in the save as section. (Note: Your Full name will be your OneDrive Personal account.



7. Select your full anem option on the left and then click Browe button on the right.



8. By default, you will see where you can save your files. However, you have the ability to create new folders within your personal OneDrive account but not within the dialog box. You will need to create the new folder back in your personal OneDrive.)

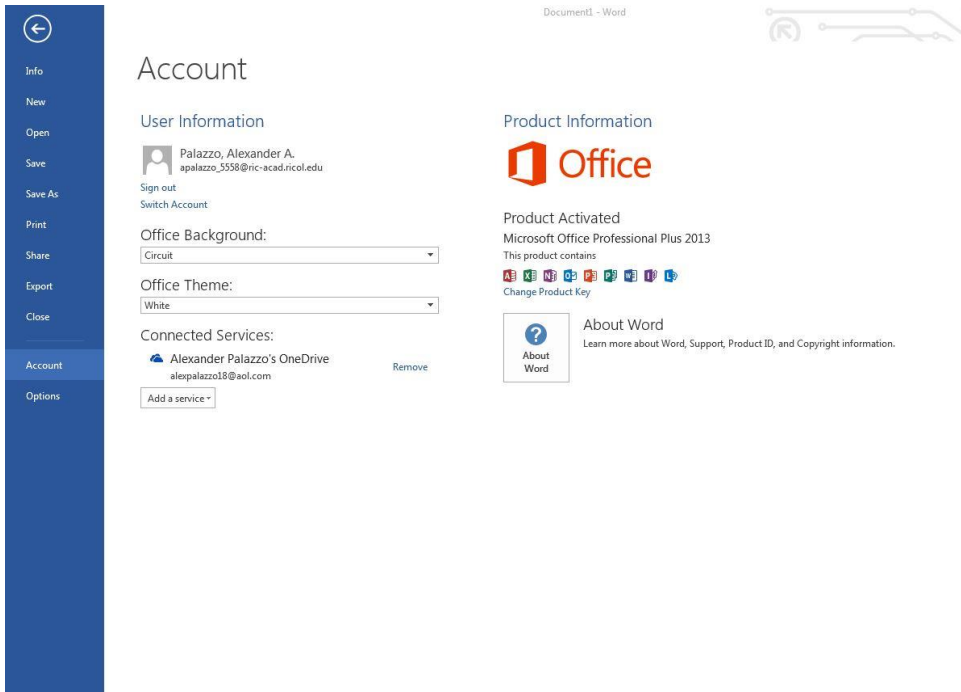
9. Click Documents.

10. Then navigate to the location within the folder that you want to save the word document.

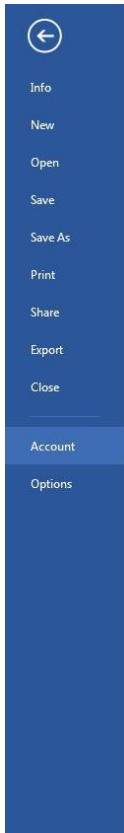
11. Give the Word a file name as shown above.

12. Click Save

13. Other Option, in Word, select File > Account



14. Add a service and then add your personal OneDrive account with your email for your old skydrive personal account.



Account

User Information

 Palazzo, Alexander A.
apalazzo_5558@ric-acad.ricol.edu

[Sign out](#)
[Switch Account](#)

Office Background:

Office Theme:

Connected Services:

 Someone's OneDrive
apalazzo_5558@email.ric.edu [Remove](#)

[Add a service](#)



Product Information



Product Activated
Microsoft Office Professional Plus 2013

This product contains:



[Change Product Key](#)



About Word

Learn more about Word, Support, Product ID, and Copyright information.